

INSTRUCTIONS

**ALL ENTRIES MUST BE TYPED OR CLEARLY PRINTED.
FORMS MISSING INFORMATION WILL NOT BE ACCEPTED
FORMS MUST BE SUBMITTED TO DPW-ENRD, PRIOR TO THE SUSPENSE
LISTED ON THE TRAINING ANNOUNCEMENT (MEMO OR EMAIL)**

SCHEDULING OF ADVANCED ENVIRONMENTAL MANAGEMENT TRAINING MUST BE MADE THROUGH THE AEC

ITEM 1: Enter the appropriate training date for either Initial or Annual Refresher. Classes are usually scheduled during the months of March and October.

ITEM 2: Check this block if being appointed as an Activity Environmental Coordinator (AEC).

ITEM 3: Check this block if being appointed as a Hazardous Waste Coordinator (HWC).

ITEM 4: Check this block for Initial Advanced Environmental Management Training (AEM).

ITEM 5: Check this block for Annual Refresher AEM Training.

ITEM 6: Check this block if being appointed as the activity's Primary Coordinator.

ITEM 7: Check this block if being appointed as an Alternate Coordinator.

ITEM 8: Enter name of Appointee.

ITEM 9: Enter telephone number of Appointee.

ITEM 10: Enter rank or grade of Appointee - Grade Restrictions Apply.

ITEM 11: Enter the actual job title of Appointee.

ITEMS 12a, 12b, and 12c: Enter the Appointee's military organization or;

ITEMS 13a and 13b: Enter the Appointee's civilian organization.

ITEM 14a: Enter the Appointee's Office Building Number.

ITEM 14b: Enter the Appointee's Business Email Address (**This is mandatory for AECs**).

ITEM 14b: Appointee's Signature (**The Appointee must sign verifying the that the information is accurate**)

These Training Prerequisites MUST Be Completed Prior to Submitting Form for Reserving a Class Date.

ITEM 15: Enter the date the Appointee received Hazardous Communication training.

ITEM 16: Enter the date the Appointee received First Responder-Awareness Level. **This training must be updated annually.**

ITEM 17. Enter the date the Appointee received Environmental Management System Awareness Training. **This training must be updated annually. A copy of the Certificate of Training must be attached.**

ITEM 18: Enter the test score and date the Appointee completed Basic Environmental Management (BEM) training. **This training must be updated annually. The graded answer sheet must be attached.**

ITEM 19: Enter the test score and date the Appointee completed Intermediate Environmental Management (IEM) training. **This training must be updated annually. The graded answer sheet must be attached.**

ITEM 20: Enter telephone number of Commander or Director.

ITEM 21: Signature of Commander or Director.

ITEM 22: Enter Date appointed.

ITEM 23: Typed or Printed name and rank or grade of Commander or Director.

ITEM 24: Title of Commander or Director.

ITEM 25: Email address Commander or Director.

ONCE THE COORDINATOR SUCCESSFULLY COMPLETES THE AEM TRAINING, A COPY OF THIS FORM WILL BE RETURNED TO THE ACTIVITY THROUGH THE AEC.